

**POSITION:** Elementary School Principal

**LOCATION:** Elementary School

**QUALIFICATIONS:**

1. Maine principal certification.
2. Master's Degree in or related to educational leadership. \*
3. Successful experience in educational leadership, school administration, and/or supervision preferred.
4. Successful teaching experience.

\*If certified under an alternative pathway, must complete Master's within five years.

**PHYSICAL**

**QUALIFICATIONS:**

1. Visual acuity to include color, depth perception & field of vision with/without correction.
2. Sufficient auditory function to hear phones, pager, instrument and/or system alarms.
3. Ability to communicate verbally with others - including phone equipment.
4. Manual dexterity in the operation of a computer.
5. Ability to sit or stand for prolonged periods of time.
6. Ability to complete repetitive motions—including bending, stooping, reaching, & walking.
7. Moderate lifting – up to 50 pounds occasionally, with regular lifting of 10-20 pounds.
8. Local and minimal long distance travel required.

**REPORTS TO:** Superintendent of Schools

**WORK YEAR:** As specified in the Labor Agreement for Administrators.

**COMPENSATION:** As specified in the Labor Agreement for Administrators.

**JOB GOAL:** To use leadership, supervision, and administrative skills in managing the Elementary School so as to achieve the system and school goals of Bangor School Department Strategic Plan.

**PERFORMANCE RESPONSIBILITIES:**

1. Ensures that Bangor School Department policies, regulations, and procedures as well as state and federal statutes are followed.
2. Leads in the development and implementation of the School Core Competencies Plan following a comprehensive analysis of achievement, attendance, and citizenship data.
3. Consults and coordinates with district administrators at the direction of the Superintendent of Schools to maintain consistent administrative practice in the operation of the schools.
4. Maintains current and thorough knowledge of state and national education initiatives and consults the Superintendent of Schools regarding their impact on the leadership of the school.
5. Participates in the selection, orientation, supervision, and evaluation of all school personnel, including substitutes and volunteers.
6. Leads and ensures the development, appropriateness, and monitoring of the instructional program.
7. Organizes and administers the public relations program for the school in consultation with the Superintendent of Schools.
8. Supervises the daily use of school facilities for academic and non-academic purposes, excluding the



## Adult Education Program.

9. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.
10. Approves the master teaching schedule and any special assignments.
11. Prepares and administers the school budget and supervises school finances including all expenditures.
12. Supervises the maintenance of required records and all reports required by local, state, and federal agencies.
13. Establishes guides for proper student conduct and maintains student discipline.
14. Establishes professional relationships with faculty, parents, and community contributing to the efficient and effective operation of the school.
15. Assumes responsibility and ensures proper supervision of activities and programs that are outgrowths of the school's curriculum.
16. Assumes responsibility for all official school correspondence, memos, and news releases in consultation with the Superintendent of Schools.
17. Serves as a member of such committees and attends such meetings as are appropriate.
18. Serves as an ex-officio member of all committees and councils within the School.
19. Maintains and controls the various local funds generated by student activities and provides for annual audit.
20. Informs and consults with the Superintendent on unusual events and activities as well as routine matters related to the supervisor's accountability.
21. Delegates authority to responsible personnel to assume responsibility for school in the absence of the Principal.
22. Assumes primary responsibility for the development of a safe and respectful school climate and an environment conducive to learning.
23. Assumes responsibility for own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings, through enrollment in advanced courses, and the like.
24. Supervises the guidance program to enhance individual student education and development.
25. Develops and implements processes to assess program effectiveness.
26. Works professionally and cooperatively with other principals to ensure consistency of program and offerings.
27. Ensures that RTI practices and procedures are fully implemented in accordance with the Bangor School Department RTI plan.
28. Consults regularly with the building Literacy Coach to analyze data to determine coaching cycles, student interventions and appropriate professional development.
29. Performs such other duties, consistent with this position, as assigned by the Superintendent of Schools.

ADOPTED: June 20, 1983  
REVISED: October 24, 2017  
REVIEWED: October 09, 2019

